


# Memorandum

**To:** Ms. Rosalie Loeffler-Kemp / School Board Chair  
Ms. Cathy Erickson / CFO Executive Director of Business Services

**From:** Dave Spooner   
Manager of Facilities

**Date:** November 12, 2019

**Re:** Change Order #1 – Northland Consulting Engineers LLP - Proposal for Design Services - PSS Track Replacement

**\*School Board Approved LTFM FY-20 Project\***

Attached are two copies of Change Order #1, modifying the agreement with Northland Consulting Engineers LLP, in which the District entered into agreement with at the October 2018 School Board Meeting to reconstruct the track at PSS.

I am presenting this change order for signature as per attached, to amend our Owner / Engineer agreement to add up to an estimated 52 hours of construction engineering services for an estimated not to exceed fee of \$6760.00.

This added fee is required for engineering services at the new PSS track, as the District and our consultant NCE have rejected the work as being non-compliant with specifications, specifically pertaining to slope from lane 8 inward to the trench drain. The current new installation allows for a greater than desired ponding to occur in lane 1 due to lane 1 being lower in some areas than the trench drain grate.

This will result in a new contract sum of **\$82,395.00**.

**Recommendation:**

I am recommending that Ms. Rosalie Loeffler-Kemp, School Board Chair, approve Change Order #1, on behalf of the School Board with Northland Consulting Engineers LLP, as authorized by the regular School Board Meeting on December 17, 2019.

The new contract sum for the work defined in the agreement is **\$82,395.00**.

Attachments: